



Washington State Department of Early Learning

“Kids’ Potential, Our Purpose.”

10.6.7 Licensing File Consistency Tip Sheet

When is it effective? March 1, 2010

What does it mean to me?

A standard process for standardizing licensing files in the field will include:

- Contents of the file.
- Organization of the file.

What is important to remember?

- Licensing files should be organized using this procedure for all new licenses, renewals or at the required monitoring visit, whichever comes first.
- New file volumes can be created during a re-licensing period. The licensor should also create a new volume if a file becomes too large to manage.
- When creating a new volume, original copies should move forward with the new volume. A copy should be made and placed in the original file.
- Hard copy files will be labeled with the name of the licensee or facility and provider ID.
- Use the File Section Tabs when creating the files.

Resources associated with the policy:

- 10.6.7 Licensing File Consistency Policy/Procedure
- File Section Tabs

Training expectation:

- Supervisors ensure that all licensing staff read, understand and follow all new policies.

**“Together, with
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